

Job title: Partner Dining Room Cook

#### Core information

Location: Coulsdon CFC 513	Profession: Catering
Reports to: Compliance First Line Manager	
People Management: No Assignment Management: Yes	
Partnership Level: Partnership level 10	Manager's Partnership level: Partnership level 8
Number of direct reports: N/A	Partnership level(s) of direct reports: None

#### About the John Lewis Partnership

The Partnership is the UK's largest employee-owned business and home to our two well-loved retail brands - John Lewis & Partners and Waitrose & Partners, as well as expanding into new areas beyond retail.

We aren't an ordinary business though. The Partnership is different because everyone who works here isn't just an employee. We are Partners, with a shared responsibility for our success, and we share the rewards when we're successful.

Everything we do is powered by our unique purpose: Working in Partnership for a happier world. Our Purpose inspires our principles, drives our decisions and acts as our guide, so that everything we do contributes to Happier People, Happier Business and a Happier World.

#### Critical purpose of the role

- Produce food in line with menu guidelines to the highest standards and quality within budgetary requirements
- Take an active part in menu preparation and sharing in the collective development of the food offer to deliver menus with the right balance of nutrition, profitability and cost
- Responsible for ensuring all relevant kitchen sections meet all regulations including the highest standards of

food safety and hygiene legislation as well as industry best practices

- Ensure the administration of Food preparation is accurately recorded to management information and food safety requirements.

### **Primary Outcomes & Accountabilities**

- Working as part of a team of catering assistants to ensure a smooth service is provided in accordance with all relevant procedures.
- To ensure food available to meet service requirements.
- To act promptly on any customer comments, using initiative to resolve them where possible and report issues or unsolvable day-to-day problems to the line manager
- To ensure accurate completion of all legal paperwork in line with Branch operational standards.
- Completion of food safety duties.
- Smooth day to day running of the catering service
- Achievement of the required Internal & External Audit results.
- Positive customer feedback from Partners



### **Skills**

- Hard working
- Motivated
- Able to work with own initiative
- Able to contribute as part of a small team
- Willingness to learn and try different things
- Able to work in an organised and methodical manner

Qualifications & Experience (where applicable)
<b>Essential skills</b>  Intermediate Food Hygiene Certificate. - Level 2  Operational experience in PDRs, canteens or hospitality kitchens
<b>Desirable</b>  Recognised Food Production Certificate. City & Guilds 706 1 & 2 or equivalent  Experience of working in a fast paced environment  Works well under pressure  Working as part of a small team  An ability to use imagination and be creative

Version	Created/updated by	Date
I	Abigail Ellis FLM Compliance	23.10.2024